

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
TUESDAY, JANUARY 20, 2015

Regular meeting @ 8:00 a.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Croyle
Prayer – Mayor Croyle

Mayor Croyle called the meeting to order and presided over the meeting. Clerk-Treasurer, Vicki Haney, recorded the minutes.

The Clerk-Treasurer's roll call showed all Board of Public Works and Safety members present.

Mayor Steve Croyle
Councilor Todd Schroeder
Mr. Richard Gough

Additional Officials Present:

City Attorney, Meeks Cockerill; Mike Burk, Police Chief; Chris Martin, Waste Water Treatment Plant Superintendent; and Frank Lowrance, Street Department Superintendent

Citizens Present:

Cleo McFarland

Approval of the Minutes

Mr. Gough moved to approve the minutes of the December 16, 2014 meeting. Councilor Schroeder seconded. Motion passed 3-0.

UNFINISHED BUSINESS

Police Department Standard Operating Procedures (SOP's)

Chief Burk explained the revised SOP's were presented at the December 16, 2014 Board of Public Works and Safety Meeting. Councilor Schroeder moved to approve the revised SOP's. Mr. Gough seconded. Motion passed 3-0. Mayor Croyle stated Kristen Singleton, who developed the City's Employee Handbook, will be contacted to review the SOP's.

Greenville Avenue Project

The water lines are being relocated on Greenville Avenue. The entrance to El Carreton Restaurant will be relocated to Reed Road (Gillman's Home Store entrance). As part of the project sidewalks will be installed along Base Road. Greenville Avenue will have a middle turn lane once the project is complete.

NEW BUSINESS

24 Woodcrest Avenue

Cleo McFarland, 24 Woodcrest Avenue, was present to discuss the sanitary sewer located on his property. Mayor Croyle explained in the event a sewer lateral needs repaired, it is the property owners

responsibility to repair any damage on the lateral to the main. The City is responsible for repairs to the sewer main. Mr. McFarland is concerned because the main in his area is not located in the middle of the street (like most other mains). It is located on the opposite side of the street. Mr. McFarland stated the lateral has been repaired. The street needs to be rehabilitated and the yards need to be seeded for the entire project to be complete. Mr. McFarland would like assistance for the cost of repairing this lateral. The total cost of the project was Six Thousand Four Hundred Seventy Five Dollars (\$6,475.00) according to the quote that was received from Culy Contracting. There will be added costs for locating and other items. The original lateral was under the driveway, but the driveway was just installed. Mr. McFarland did not want to cut into his driveway. The main was tapped at another point. 1/3 of the expense is crossing the street. Mayor Croyle asked what the cost would have been if the main was in the center of the street. Mr. McFarland stated the cost would have been half of the current total if the main would have been in the center of the street. Superintendent Martin asked if Mr. Anderson (from Culy Contracting) gave the itemized prices for all materials. Mr. McFarland stated an itemized bill was not received. Councilor Schroeder asked if the sidewalk repair fund could be used for this type of project. Mayor Croyle discussed changing the sidewalk rehabilitation program by purchasing some of the materials in bulk and having the contractors' use what is in stock. Any action that is taken here will set a precedent for all other residents in Winchester. This could provide a benefit to the City and to homeowners. These materials could be used for street cuts also. Councilor Schroeder asked Mr. McFarland to get an itemized bill from Culy Contracting. Superintendent Martin stated if the itemized bill is presented the cost for different distances for the lateral can be figured. The footage measurements will be on the bill. Mr. McFarland was not told of the sewage problems in that area when he purchased the property.

Street Department

Superintendent Lowrance traveled to Fort Wayne, IN two weeks ago to view the new dump trucks. The trucks will be painted bright orange. The trucks may be ready to be picked up as early as Friday, January 23, 2015. Streets are being repaired with patching. The hot box solution is used for repairing potholes. Councilor Schroeder stated the pavement on Greenville Avenue is getting worse. It is higher in the middle than on either side.

Waste Water Treatment Plant Report

Superintendent Martin reported the plant is running fine. There have been issues with the 1970 portable generator. It is difficult to repair the generator due to the age of the generator. Further options need to be discussed. Natural gas generators may need to be placed at all of the lift stations. Four generators would need to be purchased. An inspection was completed on the main plant generator. A new voltage regulator cannot be obtained for the generator. The permits states the City shall have a backup source to run the operations of the plant. The replacement of this generator is included in the Capital Improvement Plan. A discussion pursued about the natural gas generator. The plant may be able to use a smaller generator on the lagoon lift station. The plant could run on a different generator. Different options can be explored. The generator may need to be replaced instead of creating new drying beds. Mr. Gough asked what it would cost to use a portable generator in case the generator at the plant unavailable because of repairs. The availability of a portable generator is first come first served. The cost of the generator would be very expensive because of the necessary wattage. Mr. Gough likes using multiple units at the plant so everything is not running on the same generator. The different types of generators and emissions standards were discussed. Superintendent Martin stated his preference for the generator will be natural gas.

HWC Engineering currently has the paperwork for the IDEM (Indiana Department of Environmental Management) permit renewal. Superintendent Martin wants to make sure the City is given the three

years to report the phosphorus levels at the plant before the limit is placed on the City. The drying beds are part of the phosphorus removal. The plant was inspected by IDEM last week. Minor issues were addressed within 24 hours. A pump is not operating for the chlorine water. Rebuild parts cannot be found. A video of the gravity sanitary sewers for the Highway 32 project was obtained. Institutum has not provided a video. The manholes need to be tested. The storm sewers have not been installed. Several force mains need to be installed. Most of the infrastructure has been installed. Citizens are concerned about the approaches to the business located in that area. The installation will begin at Burger King Restaurant and continue west to US Highway 27. The installation of the Starburst equipment has been delayed because of a broken valve.

Sewage Affidavits

Wick's Pies Inc., owner of the property located at 528 E. Washington Street submitted a sewage affidavit. The house has been demolished. Councilor Schroeder moved to approve the sewage affidavit. Mr. Gough seconded. Motion passed 5-0.

Sidewalk and Street Cut Materials

Mayor Croyle suggested stockpiling materials for the sidewalk rehabilitation and possibly street cuts. This could save money on the sidewalk rehabilitation and other items. Superintendent Martin stated it allows the City control of the material and it would make it easier to estimate other costs. Councilor Schroeder asked where it would be stored and how it would be distributed. The discussion was tabled until the next meeting.

Accounts Payable Vouchers

Clerk-Treasurer Haney presented the accounts payable vouchers for the end of December totaling Three Thousand Three Hundred Sixty Dollars and Forty One Cents (\$3,360.41). January 1 to January 14 accounts payable vouchers totaled One Hundred Eighteen Thousand Seven Hundred One Dollars and Seventy Four Cents (\$118,701.74). The Payroll accounts payable vouchers totaled Thirty Thousand One Dollars and Thirty Cents (\$30,001.30). The total of all accounts payable vouchers is One Hundred Fifty Two Thousand Sixty Three Dollars and Forty Five Cents (\$152,063.45). Mr. Gough moved to approve the accounts payable vouchers. Councilor Schroeder seconded. Motion passed 3-0.

Clerk-Treasurer's Report

Clerk-Treasurer Haney stated the year to date receipts were One Million Four Hundred Twenty Two Thousand Six Hundred Nineteen Dollars and Twenty Two Cents (\$1,422,619.22). The year to day expenses for 2014 totals were the same as the receipts. The year-end reports are being completed.

Adjournment

There being no further matters to discuss, Councilor Schroeder moved to adjourn. Mr. Gough seconded. Motion passed 3-0. The January 20, 2015 meeting was adjourned at 8:55 am.

Mayor, Steve Croyle

ATTEST: _____
Clerk-Treasurer, Vicki Haney